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From the July 2010 Issue

Are you thinking about going paperless? If so, you will find this review of electronic document storage solutions for accounting and tax practices to be a helpful resource to shortcut your process of researching potential solutions. In last month's issue, we reviewed a series of document management systems (see www.CPATechAdvisor.com/go/2802).
So your first question is likely to be, "What's the difference between document management and document storage?" And that's a good question!

The primary distinction between document management and document storage solutions
is the breadth and depth of functionality. Document management systems are designed
as comprehensive enterprise solutions for automating the capture, storage and dissemination of all electronic documents and files in an organization. I recommend that you go back to last month's issue of *The CPA Technology Advisor*
and read about the specific features and functions of document management systems and the individual product reviews so you can compare and contrast the two groups.

The document storage solutions that we are reviewing in this issue typically have a more focused set of features and functions, which are often targeted to a specific niche such as direct integration with a particular tax prep package, integration with QuickBooks, or providing a secure file sharing solution. So you should read each of the individual product reviews carefully to help you gain a better understanding of the core strengths that each has to offer.

The specific attributes that we have evaluated for each product are organized

We look at what type of reporting is available, security features, document indexing and retrieval capabilities, and file archival features. We will also use this category to identify any unique features the vendor offers that distinguishes its solution from the rest of the crowd.

I hope you find these reviews helpful and encourage your feedback. I have been writing these reviews for *The CPA Technology Advisor* for the past four years, and I am always interested in learning what information you find helpful. We have revised our review process this year in a way that we believe helps us to compare the products more consistently, with the realization that every product is unique.

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AccountantsWorld – Cyber Cabinet

The AccountantsWorld (AW) CyberCabinet application is an integral component in the AW strategy to provide a complete accounting practice portal of online applications.

Read Full
Review

CCH Small Firm Services – ATX & TaxWise Scan&Fill

As the name implies, ATX and TaxWise Scan&Fill is a scanning and document storage system that is designed as in integral extension of the ATX and TaxWise tax prep software.

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Review

Computhink, Inc. – ViewWise

ViewWise is a horizontal document storage solution

The Drake DMS application has been offered free to Drake customers since 2005. It can be used on a stand-alone basis, but from a practical perspective its inherent value is in its tight integration with the Drake tax preparation, tax planning and client write-up applications.
Read Full Review

eFileCabinet, Inc. – eFileCabinet

As the name implies, eFileCabinet is designed to emulate a traditional paper file cabinet. The initial view displays a list of client names as a link to their respective folders. The client's contact information is also displayed on this screen and can be used to search for the client's drawer.
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Intuit – Lacerte DMS & ProSeries DMS

The Lacerte DMS and ProSeries DMS are essentially the same application with minor differences to accommodate their respective tax prep packages.
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Office Tools Professional – Office Tools Professional 2009

Office Tools Pro (OTP) distinguishes itself in this market by offering an integrated solution that includes document storage, contact management, time tracking, billing, project tracking and more.

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RedGear Technologies – ArkWorks

ArkWorks is designed to serve as an integrated document storage solution for the TaxWorks tax prep software. ArkWorks is also marketed as a standalone product, which is compatible with all tax and other software programs.

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Review

SmartVault – SmartVault 3.0

SmartVault was originally designed as a doc-ument storage system for QuickBooks, but has moved towards a generic platform to store and share files, whether or not they are related to QB.

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Review

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ImagineTime Software

ImagineTime, which offers practice management, CRM, due-date monitoring and time and billing systems to professional accountants, recently introduced its new Document Management system. As with the other programs the company offers, the document management program is designed specifically for professional practices.

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Review

Solutions@MBAF, LLC

PaperSave approaches document management from a unique perspective compared to the other solutions in our document storage review, which makes it more difficult to assign a comparable rating to PaperSave.

It is designed primarily to be a document management system that is linked

Technology